

4 February 1959

MEMORANDUM FOR: Assistant Director for Research and Reports

THROUGH: Chief, Economic Research, ORR
THROUGH: Chief, Industrial Division, ORR
THROUGH: Chief, Producers' Equipment Branch, D/I

FROM: [REDACTED], Producers' Equipment Branch, D/I 25X1A9a

SUBJECT: Suggestions Regarding ORR Reports.

1. Following are two suggestions which may be of value in expediting the processing for publication of some ORR reports, as for example, CIA/ORR's.

- a. Editing of reports as far as their organization, punctuation and choice of words are concerned should not take place at branch or division levels, but should be done only by ST/PB. The reason for this suggestion is that changes made in drafts by branches have been changed again by divisions, and again by ST/PB. Since ST/PB is usually the final arbiter in these matters, much duplication of effort and retyping would be eliminated by reducing editorial work in the branch and division, confining their review to technical matters and accuracy of content.
- b. Upon delivery of the final draft report to the branch chief a sheet (possibly called a "Report Processing Sheet" ((RPS))) should be attached to the report and accompany it until the report reaches ST/PB. With each transmittal of the report there would be indicated on this sheet:
 - (1) The name of the person receiving the report.
 - (2) Organization receiving the report.
 - (3) Date report received.
 - (4) Date report forwarded.
 - (5) Number of days report held in organization.
 - (6) Explanation of delay in forwarding report.

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The attachment of a RPS alone would probably speed processing, since it would make the person holding the report realize that any delay on his part in processing the report will appear on the RPS. In the long run, however, its effectiveness will be improved if ORR takes action to eliminate or reduce unreasonable delays whenever they are indicated by an RPS. Such action, it is believed, would reduce many of the delays which have occurred in the past.

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Distribution:

Original and 2 - Addressee

1 - Chief, E

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